



## CalHFA Annual Lender Recertification Checklist:

### Fees and Forms:

- ☐ \$500 non-refundable recertification fee payable to CalHFA
- ☐ Fully completed and executed CalHFA Lender Recertification Update form
- ☐ A CalHFA signed Authorization to Investigate Background form to be completed by all those with an ownership interest of 5% or more in the company
- ☐ Updated CalHFA Certificate of Authority and Specimen Signatures form
- ☐ Updated Wiring Instruction form for each operating account or warehouse line of credit to which CalHFA may wire funds

### Company Information:

- ☐ Evidence of current standing with Fannie Mae, HUD/FHA, and VA, when applicable
- ☐ Company organizational chart to include names of officers and managers of Loan Production, Loan Operations, Underwriting, Quality Assurance/Control, Secondary Marketing, Shipping/Closing and Interim Loan Servicing
- ☐ Resumes of any new officers and key management personnel (as listed in organizational chart) since CalHFA approval or last completed CalHFA recertification
- ☐ List of company branches to include physical address, Branch Manager's name, Branch Manager's email address, telephone and fax numbers
- ☐ Loan delivery history for the last twelve (12) months to all Investors

### Insurance Information:

- ☐ Evidence of continued coverage for Fidelity Bond and Errors and Omissions (minimum \$300,000), Forgery (minimum \$50,000), and Money or Securities All Risk (minimum \$250,000)

### License Information:

- ☐ Copy of current business license(s) to originate mortgage loans in the state of California (if applicable)
- ☐ Fictitious Business Name Statement for each dba (in California)

### Quality Assurance/Control:

- ☐ Quality Assurance/Control (QA/QC) plan must include, or be supplemented by an addendum to QA/QC plan stating that lender requires a QA/QC review of 10% of closed CalHFA loans; and, a field appraiser review (versus a desk review) is required on 10% of the 10% loans selected for QA/QC review
- ☐ Copies of third-party contracts that perform underwriting, appraisals, origination, or QA/QC (sample contracts are acceptable for each category except a third-party QC/QA contract)
- ☐ Most recent audit cycle of QA/QC reports, report findings and management responses to report findings (latest cycle must be within 120 days of current recertification)
- ☐ Copy of lender's most recent audit results by HUD/FHA and VA, when applicable, to include management responses to findings or certify on company letterhead that have been no audits performed by HUD/FHA and VA, when applicable

### Written Policies and Procedures for the Following Categories:

- ☐ Credit underwriting (including lenders proprietary underwriting guidelines) or certification on company letterhead that there have been no changes since CalHFA approval or last completed recertification
- ☐ Procedures for approving/monitoring performance of appraisers (including approved appraiser list) and all other service providers or certify on company letterhead there have been no changes since CalHFA approval or last completed recertification
- ☐ If lender is or will accept CalHFA loans from correspondent(s), broker(s) or third party originator(s) (TPO), provide written Policies and Procedures for approving/monitoring performance of all relationships (including approved TPO list); or, certification on company letterhead there have been no changes since CalHFA approval or last completed recertification

### Financial Information:

- ☐ Most current audited fiscal year-end financial statements of company and parent company
- ☐ Subsequent quarterly financial statements of company and parent company, if applicable (Mortgage Bankers Reporting form 1002, 1055, or 11750 or Call Report, Thrift Financial Report, or other statement reporting form)